

## **POLICE SERGEANT**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This is supervisory or specialized field and office police work. Work involves responsibility for assisting in the supervision of police patrol and traffic regulatory activities or for the performance of special duties of comparable responsibility. Employees in this class frequently participate in work performed by subordinate officers and assume complete charge in the absence of a superior officer. They are given specific work instructions by superior officers on new assignments but work independently in performing regularly assigned duties. Work is reviewed by inspection and through oral and written reports to superiors.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Inspects equipment and appearance of police officers. Makes assignments. Reads special orders and gives special instructions. Patrols city and observes police officers at work. Gives instructions, advice, and assistance as required.

Supervises traffic officers, assigns duties for special traffic conditions. Supervises and checks investigation of accidents. Personally supervises the investigation of major accidents and assists in preparation of court cases. Interrogates witnesses and principles involved in accidents. Maintains records and prepares reports.

Serves arrest warrants. Makes arrests and transports prisoners to headquarters and insures that they are properly booked, photographed, and fingerprinted. Supervises the maintenance of the jail book and any other reasons or reports required by subordinate personnel.

Visits scenes of major crimes. Searches for physical evidence. Preserves or photographs evidence discovered.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Police Corporal for not less than two (2) years immediately preceding the closing date for application to the board.

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| DS  | 04-05-78 |
| Rev | 11-30-88 |
|     | 05-19-93 |
|     | 08-11-93 |
|     | 04-12-95 |
|     | 08-21-03 |
|     | 10-23-06 |
|     | 01-20-16 |